



## **Tennessee Housing Development Agency**

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# **NOTICE**

## **Section 8 Contract Administration**

**May 24, 2004**

The 4350.3 Rev 1 that went into effect on June 12, 2004 states that checking the move-out date in TRACS serves as sufficient Notice of Vacancy to the reviewer of Special Claims. (4350.3 Rev 1, Chapter 9, Section 9-14.D.2.c. Page 9-33).

Under the new regulations you are no longer required to submit the notification of vacancy to THDA, so please discontinue this practice. After the move-in and move-out dates have been entered and transmitted to THDA, please print the screen and include it with your supporting documentation when submitting your Special Claims. (The move-in date will not apply if the unit is still vacant when the claim is filed.) It is imperative that this information be accurate and current. Claims submitted with inaccurate or missing documentation will be returned unprocessed.

The Special Claims documentation checklist has been revised to reflect this change and can be found on the THDA website at [www.state.tn.us.thda](http://www.state.tn.us.thda).

If you need further information you may contact Shirley Brown at 615-532-5935.

Please disseminate this information to all site managers and appropriate staff.